

BROKER CHANGE APPLICATION
(For Broker Licensees)

RE 204 (Rev. 5/98)

- This form is to be used by brokers (including those working as broker-salespersons).
- Licensed salespersons should use RE 214. Corporations and corporation officers should use RE 204A.
- Read instructions on reverse side before completing.
- Do not write in shaded areas.

TYPE OF CHANGE (Mark one or more boxes)

Mailing Address
Main Office Address
Personal Name
Add/Cancel Fictitious Business Name
ISSUE DUPLICATE LICENSE — \$10 (See reverse.)

BROKER INFORMATION

1. BROKER'S IDENTIFICATION NUMBER

2. BROKER'S NAME (LAST) (FIRST) (MIDDLE)

3. BROKER'S NEW PERSONAL NAME (LAST) (FIRST) (MIDDLE)

4. CHECK HERE IF YOU DO NOT WANT YOUR NAME AND ADDRESS TO BE ON MAILING LISTS. NO MAILINGS

5. DO YOU RESIDE IN CALIFORNIA? YES NO

6. BROKER'S MAILING ADDRESS (STREET ADDRESS OR POST OFFICE BOX)

CITY STATE ZIP CODE

7. BROKER'S MAIN OFFICE ADDRESS (STREET ADDRESS) — ENTER MAIN ADDRESS OR "NO BUSINESS ADDRESS"; DO NOT LEAVE BLANK.

CITY STATE ZIP CODE

8. SOCIAL SECURITY NO. (REQUIRED) 9. RESIDENCE PHONE NUMBER 10. BUSINESS PHONE NUMBER

11. FICTITIOUS BUSINESS NAME (DBA) — PRINT AS IT APPEARS ON FILING FROM COUNTY CLERK.

ADD OR CANCEL

- Refer to page 2.
- Enter one name per line.
- Check "add" or "cancel" box.
- Attach FBNS.
- Broker-Salesperson's — Do not list your employing broker or your employer's DBA.

11A. ADDITIONAL FICTITIOUS BUSINESS NAME, IF ANY

ADD OR CANCEL

12. ORIGINAL SIGNATURE OF BROKER (IF NAME CHANGE HAS OCCURRED, USE NEW LEGAL NAME.) DATE

FOR DRE USE ONLY

PROC. # COMMENTS

DATE PROCESSED

READ THE FOLLOWING INFORMATION BEFORE COMPLETING THIS APPLICATION.**General Information****✓ Do Not Write In Shaded Areas***(Shaded areas are for DRE use only.)*

- ✓ Type or print clearly in ink (black or blue; do not use red).
- ✓ Photocopies of completed forms are not acceptable.
- ✓ If you have any questions, please call (916) 227-0931 or write to the address listed below.
- ✓ Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.
- ✓ If you electronically re-create this form to facilitate completion on a computer, please be advised that the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any pre-printed information and are using the latest version of the form.

Broker-Salesperson

The Department of Real Estate does not require or maintain records of a broker working for another broker as a *broker-salesperson*. This form should only be completed by the broker licensee who desires to make changes to his or her own licensing record.

Instructions

Check the appropriate "change" box(es) on page 1 and complete *all* information requested on the application.

Change of Personal Name — Enter full new name (do not refer to any other broker, DBA or company name). Attach verification of name change (i.e., legible copy of drivers license, marriage certificate, court order, etc.). Sign line #12 with your *new* name. If you have a DBA on record, a Fictitious Business Name Statement must be refiled with your new name.

Mailing Address — The mailing address (post office box, residence or business address) is used to mail the *Real Estate Bulletin* and other correspondence to you.

Non-California Residents — If residing outside the State of California, a *notarized* Consent To Service Of Process (RE 234) is also required, if not already on file. If not maintaining an office in California, submit an Out-of-State Broker Acknowledgment (RE 235).

Main Office Address — Enter the new primary business location. The main office address *must* be a California address. If a street address is unavailable, indicate the physical location (i.e., the nearest intersection and the distance to it). If you are no longer working in real estate for which a California license is required, enter "no business address" on line #7. No license will be issued unless requested.

Fictitious Business Name — Do *not* list your broker's DBA, if you are working as a broker-salesperson.

To *add* a DBA to your broker license, enter the name exactly as it appears on the Fictitious Business Name Statement (FBNS) as filed with the County Clerk. The DBA must be filed in the county of your

main office address. Submit a copy of the FBNS with the "filed stamp" from the County Clerk's office.

- Prior to filing your fictitious business name statement with the county, you may wish to contact a local DRE district office, or check our web site (<http://www.dre.ca.gov>) to determine if the name is already in use by another broker.
- The broker licensee's name must appear as a registrant on the FBNS. Refer to §2731 of the Commissioner's Regulations for restrictions.
- Proof of Publication is not acceptable, unless it bears the County Clerk's "filed stamp".
- Photocopies are acceptable, if they are clear and legible.

To *cancel* a DBA, complete the entire application. Check the *cancel* box on line #11 and list the DBA you wish to cancel.

Duplicate License Certificate

A fee of \$10.00 is required for the following transactions:

- To replace an existing or lost license certificate.
 - To obtain an updated license certificate following a change of main office or mailing address, or change of employing broker.
- Note:** Rather than requesting a duplicate license, you may make the address change on your existing license; date and initial the change.

A license certificate is automatically generated for the following transactions without a duplicate license fee:

- Requests for personal name change.
- Adding/deleting fictitious business names.

Proof of Legal Presence

Effective January 1, 1998, all real estate licensees will be required to submit proof that they have legal presence in the United States in order to obtain an original or renewal license. This information can be submitted at any time during a licensee's four year license term, but it must be received before a renewal license can be issued. All licensees are encouraged to submit this information as soon as possible to avoid delays at the time of renewal. The proof of legal presence document (i.e. birth certificate, resident alien card, etc.) must be submitted with a State Public Benefits Statement (RE 205). Please refer to that form for further instructions.

Delivery Of Application

This application may be delivered in person at any district office or mailed to the Sacramento office.

Mail To: Department of Real Estate
P.O. Box 187004
Sacramento, CA 95818-7004

PRIVACY NOTICE: Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. *Each individual has the right to review personal information maintained by this agency, unless access is exempted by law.*

Department of Real Estate Managing Deputy Commissioner IV
2201 Broadway Licensing
Sacramento, CA 95818 Telephone: (916) 227-0931

General powers of the Commissioner, Section 10050, 10071 and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Section 30, added by Statutes 1986, Chapter 1361, Section 1, requires each Real Estate licensee to provide to the Department of Real Estate his or her Social Security number which will be furnished to the Franchise Tax Board. Failure to provide this information is subject to the penalty provided in Revenue & Tax Code, Section 19276. Your Social Security number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your

number to establish identification exclusively for tax enforcement purposes.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided processing may be delayed. In addition, the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Department's regulatory section, and to answer inquiries and give information to the public on license status, business address and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.) and any other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).
